

# JOB DESCRIPTION ASSISTANT CLERK I

## Job Summary:

This position is responsible for routine clerical work involving the processing of documents in a variety of functions. An employee in this class performs within a structured work setting which is characterized by standardized duties that follow well established methods and procedures. Duties involve a small portion of a work process or a single office activity which is production or control oriented. Duties are characterized by well established operating procedures and one step decisions based upon observation, the straight transfer of information, and/or one step arithmetic processes. Work is initially reviewed closely, and close supervision is received when new work processes or procedures are introduced, however, employees are expected to perform with limited guidance after the work process is learned and on regular assignments.

## Duties & Responsibilities:

Collect payments at the window for sewer, trash and water bills. Record collected payments received at the window or in the mail in the log book. Add and balance log books. Copy log and prepare envelopes for payment stubs. Prepare bank deposits. Post payments to the accounts. Print batch detail for entered payments. Insert quarterly billing reports and receipt logs in binders. Attach deposit receipts from the bank to the corresponding envelopes.

Receipt payment s for building permits, yard sale permits, solicitor payments, rental fees, copies, zoning books, etc. Issue permits for yard sales and solicitors.

Prepare certified mail cards for delinquent letters. Copy delinquent letters and apply proper postage for regular and certified mail.

Prepare folders for new collection accounts. File all correspondence for delinquent accounts.

Sort and bundle outgoing mail and prepare forms necessary for bulk mailings. Opens and sorts mail and places it in appropriate boxes. Weighs mail to determine the proper amount of postage needed and ensures mails are properly labeled and legible. Operates computer and office equipment such as the typewriter, calculator, copier, facsimile machine, postage machine, envelope stuffing machine and labeling machine under conditions or work which don't require any prior familiarity in use. Prepares labels to identify the contents of packages, file folders, mail booklets, etc. Folds letters, documents, or circulars and stuffs into envelopes. Codes documents, forms records, etc. for identification, reference and filing. Receives application, documents, forms and fees directly from the public and screens, sorts, and assembles for further processing. Proofreads typed documents to insure typographical accuracy. Performs receptionist duties by greeting visitors, directing individuals to proper office location, taking information, and screening and routing telephone calls. Transfer information onto forms, form letters, cards, envelopes, labels, charts and transmittals. Performs related work as required.

Required Knowledge, Skills, and Abilities: Knowledge of the English alphabet, Arabic numbering system, and chronological sequences by day, month and year. Ability to perform within prescribed

office procedures, maintain harmonious working relationships and function according to standard work practices and conduct.

Ability to read simple sentences or phrases written in the English language. Ability to understand and follow detailed oral and written instructions. Ability to sort or group materials into different categories based on sameness, omission, uniformity, or other conditions. Ability to keep categorical log records on such information as the amount, type or disposition of materials or individuals. Ability to file and retrieve materials by matching the item category with the appropriate file heading. Ability to transfer information accurately from one source to another. Ability to proofread the straight transfer of information for accuracy and to correct copying errors.

Ability to perform basic arithmetic calculations such as the adding and subtracting of whole numbers and decimals; and multiplying and dividing by one digit whole number or decimal multipliers and divisors. Ability to use code reference sheets in assigning numbers, letters, symbols to corresponding items for direct cross reference. Ability to learn the operation of office and mail processing machines such as the typewriter, adding machine, photo-copier, meter, and addressograph. Sufficient physical dexterity to allow performance of clerical work such as filing, sorting papers and opening mail.

**MINIMUM EXPERIENCE AND TRAINING:** Possession of the required knowledge and abilities.